

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 204
PAGE
NO. 1

1. Requesting Agency

MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

MONTGOMERY COUNTY COUNCIL

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. **MINUTES OF PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS AND OF THE COUNTY COUNCIL**

Size: 14" x 18" x 3"
Dates: 1844 --
Quantity: 67 volumes
File Arrangement: Chronological
Index: Alphabetical index in each volume

This record is the official copy of the minutes of the meetings of the County Council (formerly the County Commissioners). Included are minutes of the meetings of the Council sitting as a District Council, as well as the minutes of Executive Sessions. Reports of committees appointed for special purposes are also included.

RECOMMENDATION: RETAIN PERMANENTLY.

2. **RESOLUTION JOURNAL**

Size: 14" x 18" x 3"
Dates: 1953 --
Quantity: 21 volumes
File Arrangement: Chronological

This record includes only the resolutions adopted by the County Council since September 1953. Previously, resolutions were included verbatim in the minutes. However, to reduce the volume of minutes, resolutions are now listed in the minutes and placed verbatim in the Resolution Journal. The Resolution Journal is not indexed.

RECOMMENDATION: RETAIN PERMANENTLY.

7. Agency, Division or Bureau Representative

Lawrence E. Spelman
Signature

Clerk
Title

7/7/61
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

9/13/1961
Date

Miriam S. Radloff
Archivist

SEP 19 1961
Date

Andrew Strickland
Secretary

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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3. ORDINANCE JOURNAL

Size: 14" x 18" x 3"
Dates: 1950-51; 1953 --
Quantity: 7 volumes
File Arrangement: Chronological

All ordinances passed by the Council since 1953 are filed separately. The ordinances, previously recorded in the minutes, are now listed in the minutes and placed verbatim in the Ordinance Journal. Also included are 2 volumes of ordinances adopted between February 1950 and April 1951. The present system was apparently adopted during this period and then abandoned until 1953.

RECOMMENDATION: RETAIN PERMANENTLY.

4. LEGISLATIVE JOURNAL

Size: 14" x 18" x 3"
Dates: 1951 --
Quantity: 1 volume
File Arrangement: Chronological

The Legislative Journal contains all laws enacted by the County Council during the annual legislative session in May. The laws are filed chronologically and are not indexed. However, each year the laws are printed in book form and are indexed therein. The laws also appear in the Montgomery County Code, which is published every five years.

RECOMMENDATION: RETAIN PERMANENTLY.

5. TRAFFIC ORDER JOURNAL

Size: 14" x 18" x 3"
Dates: 1952 --
Quantity: 4 volumes
File Arrangement: Chronologically by order number

The Traffic Order Journal contains all regulations approved by the Council in Executive Session pertaining to traffic and roads over which the Council has jurisdiction, including authorizations to erect stop signs and to post speed limits. The Journal is not indexed.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

SEP 19 1961

Andrew Stead, Jr.

SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE **C-201**
NO.
PAGE
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4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

6. **PUBLIC HEARING RECORDS AND TRANSCRIPTS**

Size: 8½" x 11"
Dates: 1952 --
Quantity: 9 file drawers
File Arrangement: Chronological

This file is composed of the official transcripts, exhibits, and correspondence pertaining to all public hearings conducted by the County Council. Subject matter includes road abandonments, land purchases, zoning ordinances, and budget hearings. The Public Hearing Records and Transcripts are not indexed.

RECOMMENDATION: RETAIN FOR 15 YEARS (12 YEARS IN COUNTY RECORDS CENTER) AND THEN DESTROY.

7. **GENERAL CORRESPONDENCE**

Size: 8½" x 11"
Dates: 1952 --
Quantity: 11 file drawers
File Arrangement: Chronological and by subject
Annual Accumulation: 1 file drawer

This file consists of correspondence, copies of reports and other items dealing with matters of interest to the County Council. Included is correspondence from individual citizens, citizen's organizations, and governmental agencies addressed to the County Council and correspondence from the Council to individuals and groups.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER CREATION OR RECEIPT AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

SEP 19 1961

Andrew H. H. H.

SECRETARY



GEORGE R. LEWIS
SECRETARY

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES

HALL OF RECORDS
P. O. BOX 828
ANNAPOLIS, MD. 21404
TELEPHONE 267-5915

*Amendment to
Sched. - 201*
MORRIS L. RADOFF
ARCHIVIST AND RECORDS ADMINISTRATOR
COMMISSIONER OF LAND PATENTS
GUST SKORDAS
ASSISTANT ARCHIVIST
REX BEACH
ASSISTANT RECORDS ADMINISTRATOR

July 18, 1973

Mrs. Mary Jane Weiger, Clerk
Montgomery County Council
Rockville, Maryland

Dear Mrs. Weiger:

Pursuant to your request of July 11, requesting permission to change the status of items 6 and 7, schedule #201, dated July 17, 1961, the following amendments are hereby in effect:

Item 6 - PUBLIC HEARING RECORDS AND TRANSCRIPTIONS

RECOMMENDATION: MICROFILM AND DESTROY ORIGINAL PAPERS

Item 7 - GENERAL CORRESPONDENCE

RECOMMENDATION: MICROFILM AND DESTROY ORIGINAL PAPERS

Please file a copy of this authorization with your schedule. I hope that these amendments will considerably ease your space problems in the County Council offices.

If we can be of further assistance, please let us know.

Very truly yours,

George W. Straubinger
George W. Straubinger
Public Records Examiner

GWS/mb